



Providing information technology services to  
California Health and Human Services Agency Departments



Arnold Schwarzenegger,  
Governor

## JOB OPPORTUNITY

**CLASSIFICATION:** Associate Governmental Program Analyst (AGPA)  
(Permanent, Full-time)

**POSITION LOCATION:** Health and Human Services Data Center (HHSDC)  
Contracting and Business Services  
2525 Natomas Park Drive, Suite 100  
Sacramento, CA 95833

[Free Parking](#)

**SALARY:** \$ 4,111 - \$4,997

### Duties/Responsibilities:

Under the direction of the Contracting and Business Services Officer, the analyst has primary responsibility for negotiating, analyzing, evaluating and awarding various Information Technology (IT) and/or non-IT goods and services contracts for the Systems Integration Division (SID) of the Health and Human Services Data Center's (HHSDC). Consults with all levels of HHSDC staff, other state departments, attorneys, government agencies, and private companies to provide guidance and clarification regarding procurements. Provide clarification regarding procurement processes and policies, monitor and track procurements and resolve a variety of issues related to all aspects of the job.

### Desirable Qualifications:

- Understanding of the importance of good customer service and the necessity of effective communication to meet customers' business needs.
- Knowledge of acquisition alternatives such as CMAS, MSA, and available resources such as the State Administrative Manual, the Purchasing Authority Manual and the State Contracting Manual in order to answer questions and help customers plan for the acquisition of hardware, software, and various services.
- Knowledge of internal/external procurement processes including State of California procurement laws, Department of General Services procurement regulations, policies, procedures, and delegation requirements of other control agencies.



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- Ability to work effectively, patiently, and professionally with a variety of individuals of all levels (e.g., customers, peers, management, vendors, etc.) in a variety of situations, and with various individual styles.
- Ability to write grammatically correct, concise, and informative business documents.

**Inquiries regarding this position may be directed to Mark Standley at 263-5045.**

**Who May Apply:**

**Please indicate your eligibility on your application.**

- State employees who are at or have lateral transfer eligibility to the Associate Governmental Program Analyst classification.
- Persons who have list eligibility to the Associate Governmental Program Analyst classification.
- SROA/Surplus candidates are encouraged to apply. (If applicable, please indicate on your application that you are an SROA/Surplus candidate.)

**How to Apply:**

Submit a State of California application STD 678.

**Please reference RPA # 05-169 on your application.**

**APPLICATIONS RECEIVED WITHOUT RPA # 05-169 WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED FOR THIS POSITION.**

**Final Filing Date: Until Filled**

**Submit applications/resumes to:**

**Health and Human Services Data Center  
Human Resources Branch, Attention RPA # 05-169  
2525 Natomas Park Drive, Suite 100  
Sacramento, CA 95833**

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AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.